



DD350 User Guide

1 August 2000

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GENERAL INFORMATION

1. WHAT IS A DD350 FORM

The DD350, Individual Contracting Action Report, is the DoD counterpart to the SF279, Federal Procurement Data System (FPDS) Individual Contract Action Report. Federal agencies report data to the Federal Procurement Data Center (FPDC), which collects, processes, and disseminates official statistical data on Federal contracting. The data provides (1) a basis for recurring and special reports to the President, Congress, General Accounting Office, Federal executive agencies, and the general public; (2) a means of measuring and assessing the impact of Federal contracting on the Nation's economy and the extent to which small business concerns and small disadvantaged business concerns are sharing in Federal contracts; and (3) data for other policy and management control purposes.

OVERVIEW

1. The DD350 GUI software runs in an NT server environment. All databases reside on the server. The program includes features such as; full screen editing, several methods of error correction; automatic fill in from existing databases i.e., site address and vendor information . If you create a contract through the ACPS GUI contract preparation process, data is pulled into the DD350 program automatically.
2. The software is a duplication of the DD350 form. You can create an "ORIGINAL", "CORRECTING" or "CANCELLING" action. A "RECALL" feature is available if you want to recall an original DD350 that has not been submitted to your receiving activity. The "RECALL" feature can also be used to lookup an existing DD350. This feature will allow you to search the database by automated control number (ACN), contract number or office code/report number. If the DD350 that you want to RECALL has been transmitted, accepted by the receiving activity, you must have a password to make any changes to the record. A feature displayed on the screen called "MODELING" allows the user to recall a previously transmitted DD350 and change only the block that is different. For example, on a basic BOA the order and dollar amount always change but that may be it. This process allows you to change only those blocks that change and save the record with a different ACN.
3. Edit criteria used by DoD is incorporated in the program. These edits identify all logic errors after the user has entered the data and prior to completion of the DD350. The user will have the option of correcting the errors or printing them on the reverse of the form. A DD350 that has not passed the edit criteria will print with "**ERROR SEE REVERSE**". This will print in the signature block (F2). ***If you have an**

award to a debarred or suspended contractor, block F2 will print “DEBARRED/SUSPENDED CONTRACTOR”. These problems will have to be corrected before you will get a clean print or transmit the record to the receiving activity. The summary button will enter Microsoft Word and display the DD350 form with all data. Any errors will also print on the second page along with the automated control number, occurrence number and other pertinent information. Any changes made in the Word process will not write to the database. They will print but the changes are not saved.

*This feature is not available using the CCR database for vendor information at this time but will be added at a later date.

NOTE: If you are deobligating funds to a debarred/suspended contractor (B7=2) the system will tell you the contractor is debarred/suspended, but the message will not print on the form. This is for deobligations only!!!!!!

4. An **AUTOMATED CONTROL NUMBER (ACN)** is assigned to every DD350. The number is printed on the back of the completed form for easy reference and displayed on the screen of Section A. The ACN is used as the primary key in the database to recall a completed DD350. The contract number has been added as a secondary key to the database. If you want to create a canceling or correcting DD350, the program will allow entry of either the contract number (PIIN), ACN or office code/report number.
5. The **OCCURRENCE NUMBER** appears adjacent to the ACN. The occurrence number is used to track the number of times a DD350 is recalled by the program for changes. The number is incremented each time the DD350 is recalled and a change is saved. It is also used as a check in the electronic transmission program to assure that the DD350 sent to distribution is the same DD350 in the database.
6. The program advances from section to section as data is entered. Edits are incorporated that will check for a valid entry. If you choose to not correct the error, your DD350 will print with “ERROR SEE REVERSE” with the error/s printing on the second page. Some entries fill in more than one item by calling information from other databases. Some of these entries can’t be overwritten. If the data is incorrect you must correct the database that stores the information.
7. City and State codes are in the edits. The program first checks to see if a valid state code is entered. Then it checks to see if the city code is a valid code within the state. Blocks B6A and B6B are completed with data from the vendor information. You must TAB at Block B6B to complete the entry in Block B6C.

8. Definition of button bar:



- This button saves the data. You must select this button before any data will ever be written to the database.



- This button will exit the program and return you to the desktop.



- Return to the main menu or the options screen.



- One screen to input all data for Section A. Input of “CSA NUMBER” is included on this screen for DITCO and DISA only.



- This button is for entering data for Section B. There are three screens of data; 1) blocks B1 thru B5, 2) blocks B6 thru B11 and 3) blocks B12 thru B14.



- Two screens are available to enter data for Section C; 1) blocks C1 thru C10 and 2) blocks C11 thru C14.



- This button is for entering data in Section D. There are two screens of data; 1) blocks D1 thru D4 and 2) blocks D5 thru D11.



- This button is for Section E and has one screen.



- This button is for Section F and has one screen.



- This button takes you to Word and displays your DD350 form with entered data.



- By clicking on this button the program will return to the previous screen. The program will go back one screen at a time.





- By clicking on this button the program will take you forward to the next screen. The program will go forward one screen at a time.

USER INSTRUCTIONS

1. HOW TO START

a. You must double click the DD350 icon on your desktop. The first screen to display is the DD350 main menu. The system options of **ORIGINAL**, **CANCELLING**, **CORRECTING**, **RECALL**, **MODELING** and **EXIT** can be selected by clicking on the appropriate box or pressing the key identified with an “_”. Example: Original press “O”.



The only selection on the tool bar that can be accessed at this point is the exit button . You can exit the program in one of four ways; 1) the exit button , 2) click FILE then Exit, 3) click on Exit bar with the mouse or press lower case "x" on the keyboard or 4) click on the “x” in the upper right hand corner. If you want to minimize the screen without exiting the program, press the “-” in the upper right hand corner. To move from entry to entry you must hit the TAB key.

2. CREATING AN ORIGINAL

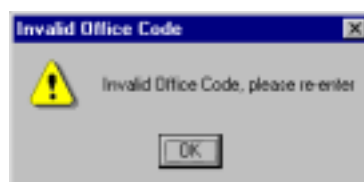
- a. When the “ORIGINAL” push button is selected, a new DD350 will be created. The cursor will stop at the box “Buyer Code”. This entry is not required to proceed. Press TAB or use the mouse to click on the “A3. Contracting Office Code”.

ACN NUMBER – This is the ACN assigned to the DD350 being created and is the key to the DD350 database.


Block A2. Report No., is not required. This field is completed at time of transmission.

Buyer Code – Not required.

Block A3. Contracting Office Code - This is a five position code for your activity. A database with valid office codes has been created and after entry is checked for validity. If an invalid code is entered a message block will display and you must enter a valid office code to continue.



Block A4. Name of Contracting Office – All data comes from the office code database entered by the user. You can delete the default data and type your own entry up to 40 characters.

Section B  is broken in to three screens. The first screen is blocks B1 through B5 and can be accessed by clicking on the Section B icon and then the drop down entry of B1 thru B5. You must complete blocks B1-B5 before the program will allow access to the next screen. The program will automatically move to the next block if the entire data block is completed. If not,

use the mouse and click on the next entry or press TAB to continue. **NOTE: You can not TAB to a radio button that does not have data. You must use the “mouse”.**

Block B1A. CONTRACT NUMBER Enter the applicable contract number.

Block B1B. Origin of Contract – This is a radio button and you must use the mouse to make a selection. To erase an entry just click on the entry again. This block must be completed before the program will leave the screen. The following validation error will display if the block is left blank.



Click “OK” and enter Block B1B to move on.

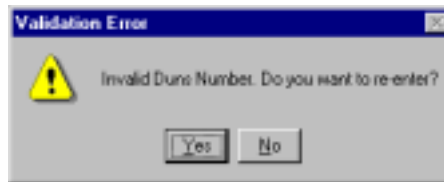
Block B1C. Reserved.

Block B2. MOD ORDER OR OTHER ID – Enter the supplementary procurement instrument if there is one. The number can be up to 19 characters.

Block B3. ACTION DATE – This field is completed through the submittal process and can’t be changed or entered by the user through this program.

Block B4. COMPLETION DATE – Enter the year, month and day of the last contract delivery date or the end of the performance period. (YYYYMMDD)

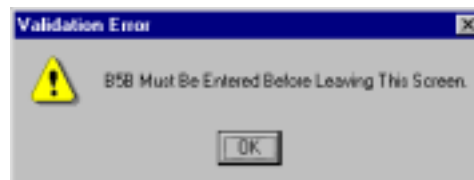
Block B5. CONTRACTING IDENTIFICATION – Enter the 5 position CAGE code. The program will read the vendor database and retrieve all applicable data. The user can not change the contractor name, division name, street address, city, state or zip. The user can change “Block B5A Contractor Identification Number” (DUNS) if the data is incorrect. However, the changed information does not write back to the vendor database. If the DUNS entered in block B5A does not pass the algorithm, this error will display:



If you select “YES” the program will go back to block B5A and allow you to reenter the data. If you select “NO” the program will go on but will print with an error.

NOTE: The vendor database has been created from the CCR database. This database is updated every Sunday. If auto update is working at your site, you will get an update each Monday morning. If for some reason the auto update feature is not working at your site you must manually get the new vendor file each Monday morning.


Block B5B. Government Agency – This block must be completed before leaving the screen or the following error message will display:



Block B5F. TIN – If the data is not in the vendor database, the user may enter it here.

Block B5G. Parent TIN – If the data is not in the vendor database, the user may enter it here. If this block is completed, B5F must not be blank.

Block B5H. Parent Name – If the data is not in the vendor database, the user may enter it here. If this block is completed, B5G and B5F must also be completed.

The next screen in Section B can be accessed one of three ways; 1) press ENTER on the keyboard, 2) click the bar in the lower right corner marked “B6 thru B11” or click on the Section B icon  and then “B6 thru B11”.

Block B6A. City or Place Code – The entry is automatically filled in by the city code identified in the vendor database. If the entry is correct, TAB to block B6B.

Block B6B. State or Country Code – This field is automatically filled in by the state or country code in the vendor database. If the entry is correct, TAB to block B6C.

NOTE: You must TAB at block B6B for the program to read the FIPS database and complete block B6C. If you don't TAB the program will give you an error that block B6C can't be blank.

If you want a country code instead of a city and state code, delete the city code in block B6A and delete the state code in block B6B and enter the two position alpha code for the country that you want in block B6B. Press TAB at this point and the program will put the appropriate country name in block B6C. You can type the name of the city in the country manually.

Block B6C. City/Place and State or Country – When you press TAB at block B6B, reading the FIPS database and finding a match for the data in blocks B6A and B6B completes this field. If the city and state code is not correct, use the mouse and click on block B6A and re-enter the city code that you want. If the state code is incorrect, use the mouse and click on block B6B and re-enter the state code that you want. You must press TAB at block B6B for the program to read the FIPS database.


Block B7. TYPE OF OBLIGATION – Use the mouse to click on either obligation or deobligation. If you want to change the entry, click on the entry again and the field will be blank.

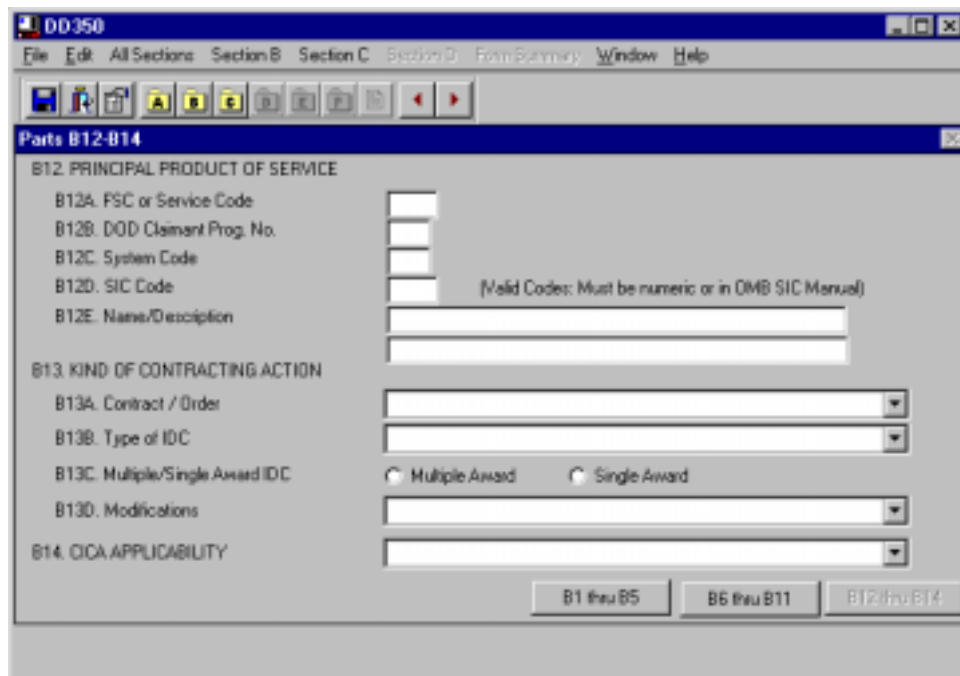
Block B8. TOTAL DOLLARS – Enter the net amount of funds obligated or deobligated by the contracting action. This block can not be blank.

Block B9. FOREIGN MILITARY SALE – If only part of the contracting action is a foreign military sale, report the parts on separate DD350's.

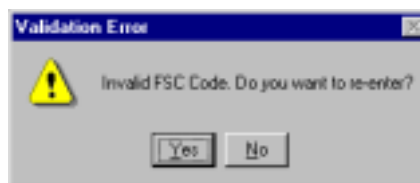
Block B10. MULTI-YEAR CONTRACT – If the contracting action is multi-year, click “Y”. If B2 is not blank; B10 must=N.

Block B11. TOTAL MULTI-YEAR VALUE – If B10=N, B11 must be blank.

The last screen in Section B can be accessed one of three ways; 1) press ENTER on the keyboard, 2) click the bar in the lower right corner marked “B12 thru B14” or click on the Section B icon  and then “B12 thru B14”.

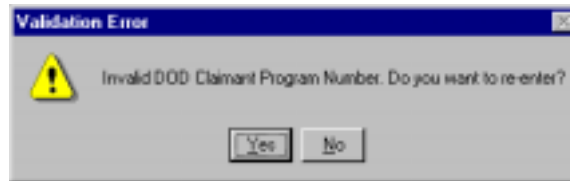


Block B12A. FSC or Service Code – After entry of a 4 position FSC code, the program will read the FSC database and verify the code is valid. If the code is invalid, the following error will display:



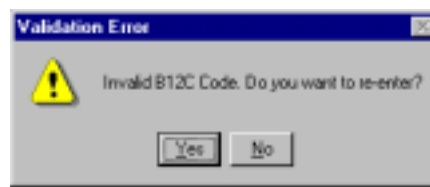
If you do not input a valid code you can continue through the program but your DD350 will print with an error.

Block B12B. DoD Claimant Prog. No. – After entry of a 3-position claimant code, the program will read the database for verification of entry. If the code is invalid, the following error will display:



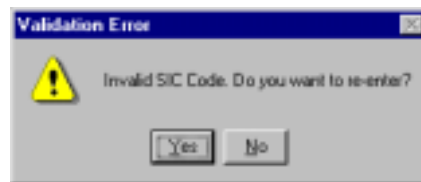
If you do not input a valid code you can continue through the program but your DD350 will print an error.

Block B12C. System Code – After entry of a 3 position system code, the program will read the EQUIP database and verify data entry. If the code is invalid, the following error will display:



If you do not input a valid code you can continue through the program but your DD350 will print with an error.

Block B12D. SIC Code – After entry of a 4 position SIC code, the program will read the SIC database and verify data entry. If the code is invalid, the following error will display:



If you do not input a valid code you can continue through the program but your DD350 will print with an error.

Block B12E. Name/Description – Enter a brief description of the commodity or service. Each line has 45 positions for data entry.


Block B13A. Contract/Order – Enter the code you want and then TAB to accept the entry. A drop down box is available if the code is unknown. Highlight the entry you want and left click the mouse.

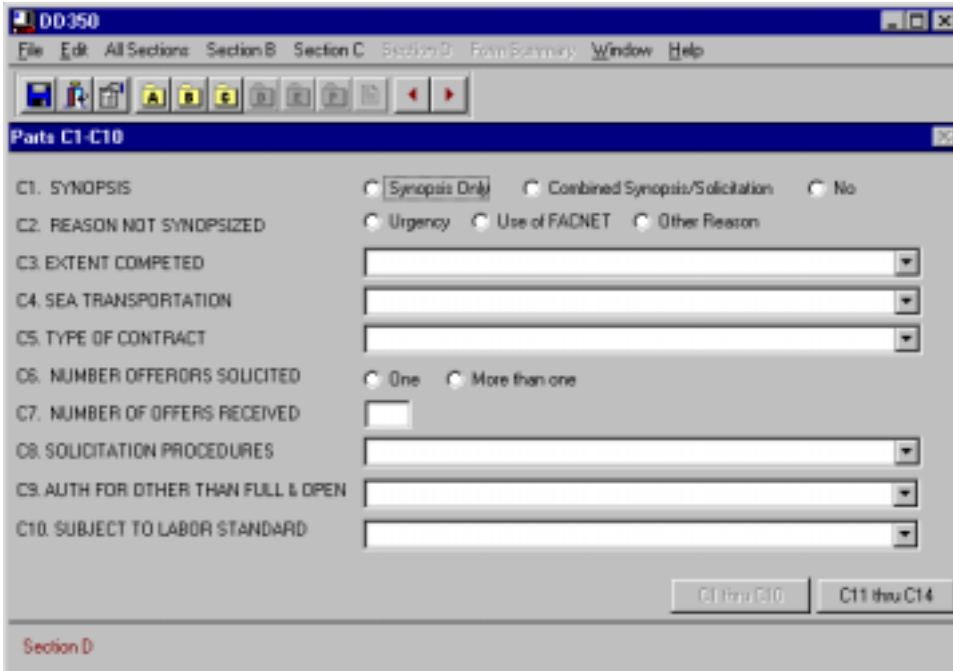
Block B13B. Type of IDC – Enter the code you want and TAB to go on or highlight entry in drop down box.

Block B13C. Multiple/Single Award IDC – Enter the code you want and TAB to go on or highlight entry in drop down box.

Block B13D. Modification – If the action is a modification, enter the appropriate code and TAB. Otherwise highlight entry in drop down box.

Block B14. CICA Applicability – Enter the code that identifies the CICA applicability for your award and press TAB or highlight a selection from the drop down box.

Section C  - You must complete all three screens in “B” before going to section C. This block is divided in two screens; C1 thru C10 and C11 thru C14. Here again you must complete the first screen before moving to the next screen. This section can be accessed by either pressing “ENTER” after entry of Block B14 or clicking on the Section C button and selecting C1 thru C10.



Block C1. SYNOPSIS – Left click on the entry that applies. If you want to delete your entry and leave block C1 blank, left click on the entry again. You must use the mouse to continue to block C2 because you can’t TAB to a radio button.

Block C2. Reason Not Synopsized – Left click on the entry that applies. If you want to delete your entry and leave C2 blank left click on the entry again.

Block C3. Extent Competed – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box. If the entry you have selected is wrong, highlight the field and press the delete key.

Block C4. Sea Transportation – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box.

Block C5. TYPE OF CONTRACT – Enter the code you want and TAB to accept the entry. Otherwise highlight the entry in the drop down box.

Block C6. NUMBER OFFERORS SOLICITED – Left click with the mouse on the appropriate entry. If you want to delete the entry, left click on the entry again.

Block C7. NUMBER OF OFFERS RECEIVED – Enter the specific number of offers received (maximum 999).

Block C8. SOLICITATION PROCEDURES – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box.

Block C9. AUTH FOR OTHER THAN FULL & OPEN – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box.

Block C10. SUBJECT TO LABOR STANDARD – Enter the appropriate code and TAB to accept the entry or highlight the entry you want in the drop down box. If block B13A is coded 6, leave block C10 blank.

To access the second screen in section C press “ENTER” at block C10 or click on the section C button and then C11 thru C14.

The screenshot shows a software window titled 'DD350' with a menu bar (File, Edit, All Sections, Section B, Section C, Section D, Form Summary, Window, Help) and a toolbar. Below the toolbar is a sub-window titled 'Parts C11-C14'. This sub-window contains the following fields and options:

- C11. CERTIFIED COST OR PRICING DATA**: Three radio buttons: ☐ Yes, Obtained; ☐ No, Not Obtained; ☐ Not Obtained, Waived.
- C12. CONTRACT FINANCING**: A drop-down menu.
- C13. FOREIGN TRADE DATA**:
 - C13A. Place of Manufacture**: Two radio buttons: ☐ U.S.; ☐ Foreign.
 - C13B. Country of Origin Code**: A text input field.
- C14. COMMERCIAL ITEMS (FAR 52.212-4)**: Two radio buttons: ☐ Yes (included); ☐ No (not included).

At the bottom right of the sub-window are two buttons: 'C1 thru C10' and 'C11 thru C14'.


Block C11. CERTIFIED COST OR PRICING DATA – Enter the appropriate code by clicking on the button with the mouse. To remove an entry in a radio box left click on the entry again. When you select “W Not Obtained, Waived” a message box will display notifying the user that you must have a waiver to use this selection.

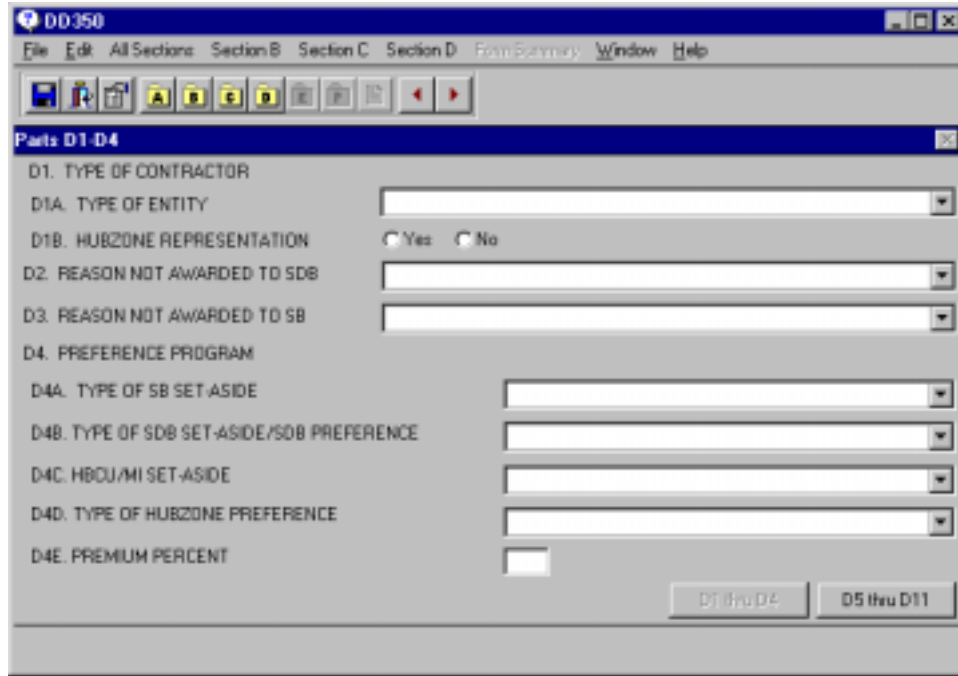
Block C12. CONTRACT FINANCING – Enter the appropriate code and TAB to accept entry or highlight the entry in the drop down box. The code identifies whether or not progress payments (PP) advance payments (AP), or other financing methods were used.

Block C13A. Place of Manufacture – Complete block C13A only if the contracting action is for a foreign end product or a service provided by a foreign concern. Otherwise leave blank.

Block C13B. Country of Origin Code – Only complete when block C13A is coded A or B. Enter the code from FIPS PUB 10-3 that identifies the country where the foreign product is coming from or where the foreign company providing the services are located.

Block C14. COMMERCIAL ITEMS (FAR 52.212-4) – Left click the appropriate entry. To delete an entry, left click on the entry again.

Section D  - There are two screens in section D; D1 thru D4 and D5 thru D11. Screens must be completed sequentially before moving on. To get to the first screen press ENTER at block C14 or click the section D button and then D1 thru D4.



The screenshot shows the DD350 software interface. The title bar reads 'DD350'. The menu bar includes 'File', 'Edit', 'All Sections', 'Section B', 'Section C', 'Section D', 'Form Summary', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Parts: D1-D4'. It contains the following fields and controls:

- D1. TYPE OF CONTRACTOR
- D1A. TYPE OF ENTITY: A dropdown menu.
- D1B. HUBZONE REPRESENTATION: Radio buttons for 'Yes' and 'No'.
- D2. REASON NOT AWARDED TO SDB: A dropdown menu.
- D3. REASON NOT AWARDED TO SB: A dropdown menu.
- D4. PREFERENCE PROGRAM
- D4A. TYPE OF SB SET-ASIDE: A dropdown menu.
- D4B. TYPE OF SDB SET-ASIDE/SDB PREFERENCE: A dropdown menu.
- D4C. HBCU/MI SET-ASIDE: A dropdown menu.
- D4D. TYPE OF HUBZONE PREFERENCE: A dropdown menu.
- D4E. PREMIUM PERCENT: A text input field.

At the bottom right of the form are two buttons: 'D1 thru D4' and 'D5 thru D11'.

Block D1A. TYPE OF ENTITY – Enter the appropriate entry and TAB to accept or highlight the entry in the drop down box.

Block D1B. HUBZONE REPRESENTATION - – Left click the appropriate entry. To delete an entry, left click on the entry again.

Block D2. REASON NOT AWARDED TO SDB – Enter the appropriate code when block D1 is coded B or C. Otherwise leave blank. Enter the code and TAB or highlight the code from the drop down box.

Block D3. REASON NOT AWARDED TO SB – Enter the appropriate code when block D1 is coded C. Otherwise leave blank. Enter the code and TAB or highlight the code from the drop down box.

Block D4A. TYPE OF SBA SET-ASIDE – Enter the appropriate code and TAB to accept the entry. Otherwise highlight the selection in the drop down box.

Block D4B. TYPE OF SDB SET-ASIDE/SDB PREFERENCE – Enter a valid code even if block D4A is coded E. Entry can be typed in and pressing TAB for acceptance or by highlighting the code in the drop down box.

Block D4C. HBCU/MI SET-ASIDE – Enter the appropriate code and TAB to accept or highlight the entry in the drop down box.

BLOCK D4D. TYPE OF HUBZONE PREFERENCE – Enter the appropriate code and TAB to accept or highlight the entry in the drop down box.

BLOCK D4E. PREMIUM PERCENT – This is a 3 position numeric field that is left blank unless block B1B is coded A and block D4B is coded C, D or E; or block D4C is coded B or C.

To access the next screen press ENTER or click on the section D button and then D5 thru D11.

The screenshot shows the DD350 software interface. The title bar reads 'DD350'. The menu bar includes 'File', 'Edit', 'All Sections', 'Section B', 'Section C', 'Section D', 'Form Summary', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for file operations and navigation. The main window is titled 'Parts D5-D11'. It contains a list of seven items, each with a corresponding input field or radio buttons:

- D5. ETHNIC GROUP: A drop-down menu.
- D6. WOMEN-OWNED BUSINESS: Radio buttons for Yes, No, and Uncertified.
- D7. SMALL BUSINESS INNOVATION RESEARCH PROGRAM: A drop-down menu showing 'A - Not a SBIR Program Phase I/II/III'.
- D8. SUBCONTRACTING PLAN SB, SDB OR HBCU/MI: A drop-down menu showing 'B - Plan Not Required'.
- D9. DEMONSTRATION TEST PROGRAM: Radio buttons for Yes and No.
- D10. SIZE OF SMALL BUSINESS: A drop-down menu.
- D11. EMERGING SMALL BUSINESS: Radio buttons for Yes and No.

At the bottom right, there are two buttons: 'D1 thru D4' and 'D5 thru D11'.

Block D5. ETHNIC GROUP – Enter a valid code and TAB or highlight the code in the drop down box if the action is with an SDB.

BLOCK D6. WOMEN OWNED SMALL BUSINESS – Left click on the appropriate answer. To delete an entry, left click on the entry.

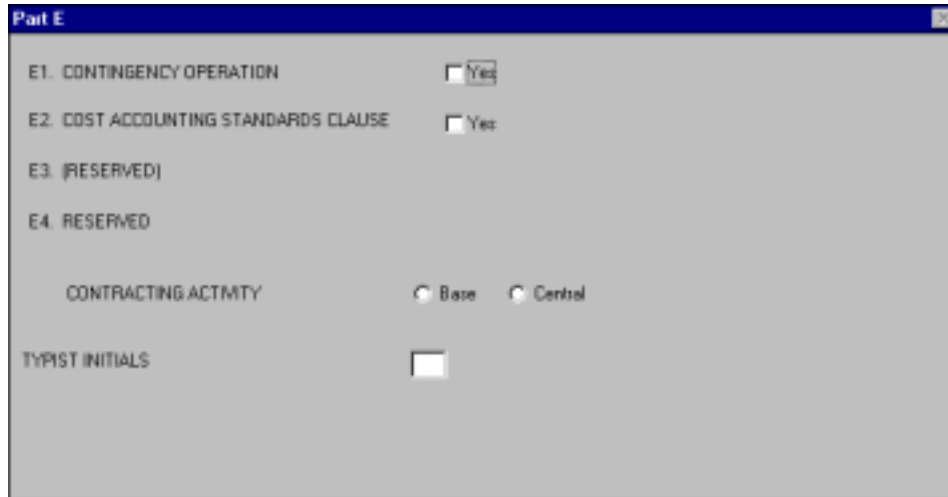
BLOCK D7. SMALL BUSINESS INNOVATION RESEARCH PROGRAM – Enter the appropriate code and TAB to accept entry or highlight code in drop down box.


BLOCK D8. SUBCONTRACTING PLAN SB, SDB OR HBCU/MI – Left click on the appropriate answer. To delete an entry, left click on the entry.

BLOCK D9. DEMONSTRATION TEST PROGRAM - Left click on the appropriate answer. To delete an entry, left click on the entry.

BLOCK D10. SIZE OF SMALL BUSINESS – Enter the appropriate code and TAB to accept entry or highlight the code in the drop down box.

BLOCK D11. EMERGING SMALL BUSINESS – Left click on the appropriate answer. To delete an entry, left click on the entry.



Section E . There is only one screen for section E. You can access this screen by pressing the “ENTER” key at block D11 or clicking on the section E button.


Block E1. CONTINGENCY OPERATION – Use the mouse to click on this box if it applies. Otherwise leave blank.

Block E2. COST ACCOUNTING STANDARDS CLAUSE - Use the mouse to click on this box if it applies. Otherwise leave blank.

Blocks E3 and E4 RESERVED – These fields are reserved and the program does not allow an entry.

CONTRACTING ACTIVITY – This block is to indicate if you are a base or central activity. Use the mouse to click the appropriate box.

TYPIST INITIALS – Type the initials of the individual creating the DD350.


Section F  has one screen and can be accessed by pressing “ENTER” or clicking on the Section F button.

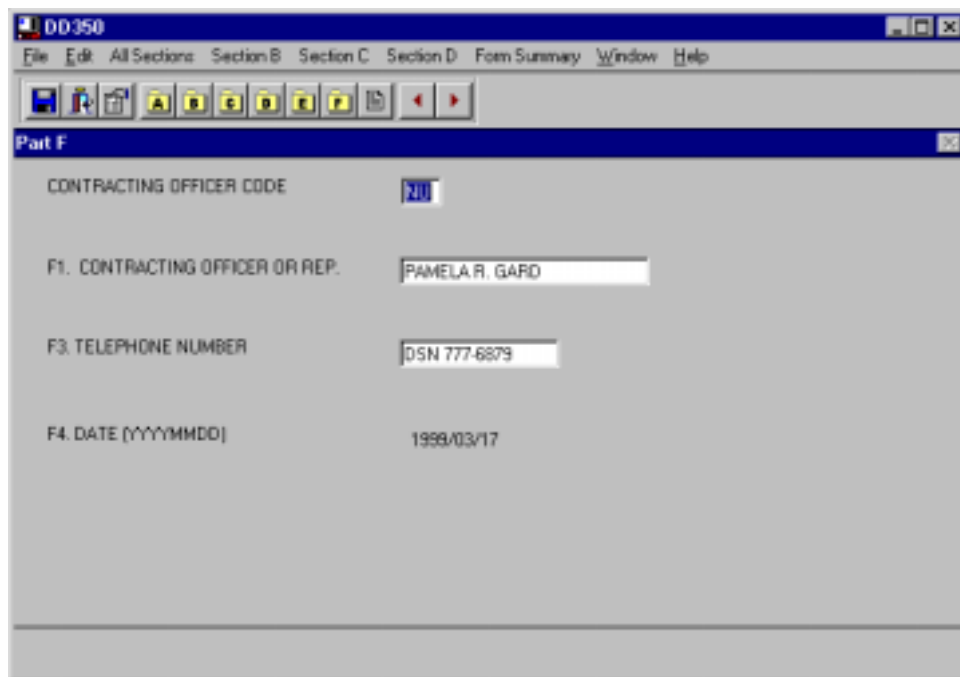
CONTRACTING OFFICER CODE – This entry is not required.

F1. CONTRACTING OFFICER OR REP. – Enter the appropriate contracting officer signature block.

F3. TELEPHONE NUMBER – This block is for the DSN phone number of the person responsible for the DD350.

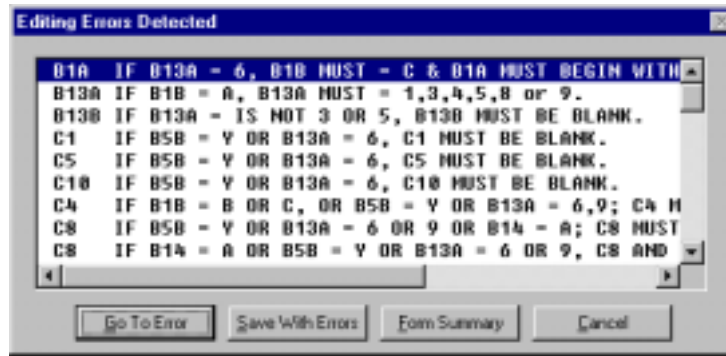
F4. DATE (YYYYMMDD) – This field is completed through the submittal process. The field can't be deleted or changed through this program.


FORMS SUMMARY  - This is the form summary selection. When this button is selected, the program will access Microsoft Word and display your DD350 form with all data. **IF YOU MAKE A CHANGE AT THIS POINT, THE INFORMATION WILL NOT WRITE TO THE DATABASE.** This is a print feature only. If changes need to be made, exit Microsoft Word, make the required changes and go back through form summary and print your document. If your DD350 has errors that have not been corrected, the form will print ERROR SEE REVERSE in block F2. To print the form click on “File” and “print” or press the print icon. You will be asked if you want to save your record. Say “NO”. This is word process and has no effect on the DD350 form. When you click on the form summary icon, if there are errors, a message will display allowing the user to print the DD350 with the errors or allow you to correct them before printing. If you only see a page break when you go into Word, click the button “PAGE LAYOUT VIEW” in the lower left hand corner.



The screenshot shows the 'DD350' application window with a menu bar (File, Edit, All Sections, Section B, Section C, Section D, Form Summary, Window, Help) and a toolbar. The 'Form Summary' menu item is selected. Below the menu bar, the window title is 'Part F'. The form displays the following data:

Field	Value
CONTRACTING OFFICER CODE	200
F1. CONTRACTING OFFICER OR REP.	PAMELA R. GARD
F3. TELEPHONE NUMBER	DSN 777-6879
F4. DATE (YYYYMMDD)	1999/03/17



The **“Go To Error”** button will go to the place in the DD350 that has the error. For example, the above highlighted error involves block B1A. The program will go to this point to allow the user to correct the problem. After correcting an error you must hit the SAVE  button to save the changes and go back to the error screen or move forward in the program.

“Save With Errors” will write the record to the database as is. The user doesn’t want to correct the errors at this time.

“Form Summary” will not display the errors but go right to the form summary and allow the record to print.

“Cancel,” writes the record to the database with all errors.

3. CANCELLING A DD350

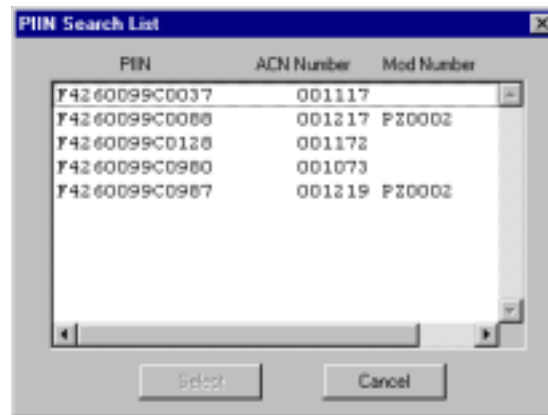


To cancel a DD350 the original must have been transmitted giving the record a report number (Block A2), an action date (Block B3) and a date in block F4. Also, you can not cancel a DD350 that was transmitted in a prior fiscal year. To access this process click on “Canceling” or press “a” on the keyboard. The first screen to display is the search criteria.

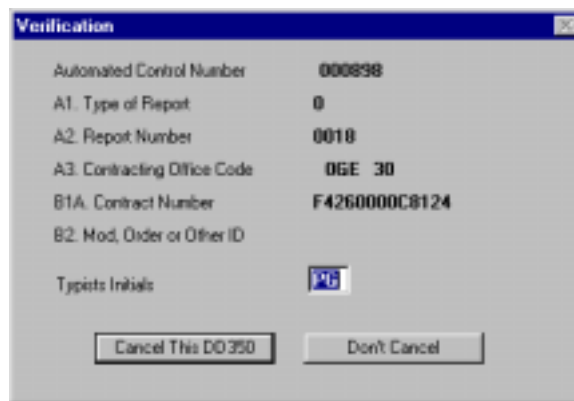
A screenshot of the 'Enter Search Criteria' dialog box. It contains four input fields: 'ACN Number' (a small field), 'PIIN Number' (a larger field), 'Mod Number' (a larger field), and 'Report Number' (a small field) followed by 'Office Code' (a small field). At the bottom are 'OK' and 'Cancel' buttons.

You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you want to look up a DD350 by ACN you must put the exact number you want to find. The ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on “CANCEL” or a “C” on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click “OK” or a “O” on the keyboard and the search will start. If you are

searching by PIIN/Mod or Report Number/Office Code a screen will display telling you the program is scanning the DD350 database and how many records have been selected. When the search is complete a screen will display showing all the records found to match the search criteria.



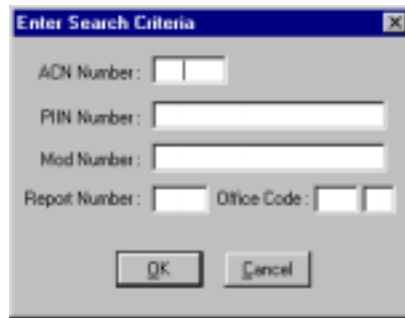
Click on the record that you want to view and click on "SELECT". This will bring the record on the screen and allow you to cancel the DD350. If the DD350 has not been transmitted, a message will display saying you can't cancel the record because it has not been transmitted. If the record has been transmitted the following screen will display:



You only need to input the typist's initials and click on "CANCEL THIS DD350" and the program will create a canceling action. A message will display asking if you want to view and print the DD350 after saving. If you do click on "YES" and the program will take you in to WORD and allow you to print the record. If you answer "NO" the program will return to the main menu. If you don't print the DD350 you won't know what the ACN number is.

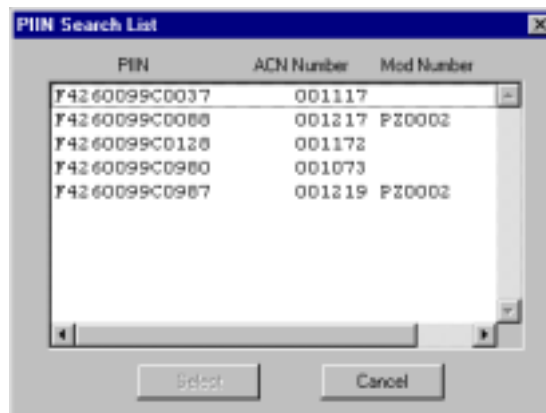
4. CORRECTING A DD350

To correct a DD350 the original must have been transmitted giving the record a report number (Block A2), an action date (Block B3) and a date in block F4. Also, you can not correct a DD350 that was transmitted in a prior fiscal year. To access this process click on “CORRECTING” or press “C” on the keyboard. The first screen to display is the search criteria.




A dialog box titled "Enter Search Criteria" with a close button (X) in the top right corner. It contains five input fields: "ACN Number" (a small box), "PIIN Number" (a long box), "Mod Number" (a long box), "Report Number" (a small box), and "Office Code" (two small boxes). At the bottom are "OK" and "Cancel" buttons.

You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you want to look up a DD350 by ACN you must put the exact number you want to find. The ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on “CANCEL” or a “C” on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click “OK” or a “O” on the keyboard and the search will start. If you are searching by PIIN/Mod or Report Number/Office Code and screen will display telling you the program is scanning the DD350 database and how many records have been selected. When the search is complete a screen will display showing all the records found to match the search criteria.



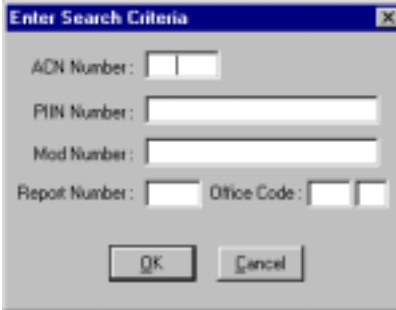
A dialog box titled "PIIN Search List" with a close button (X) in the top right corner. It displays a table with three columns: "PIIN", "ACN Number", and "Mod Number". The table contains five rows of data. At the bottom are "Select" and "Cancel" buttons.

PIIN	ACN Number	Mod Number
F4260099C0037	001117	
F4260099C0088	001217	PZ0002
F4260099C0128	001172	
F4260099C0980	001073	
F4260099C0987	001219	PZ0002

Click on the record that you want to view and click on “SELECT”. This will bring the record on the screen and allow you to correct the DD350. If the DD350 has not been transmitted, a message will display saying you can’t correct the record because it has not been transmitted. If the record has been transmitted the DD350 will display on the screen and allow you to correct any field that you want. The process is similar to creating an original except you can move between any of the screens. You must save the correcting action to get a new ACN number. All data will print exactly from the original except the information that you have changed. You must press the SAVE  button before you can go to WORD and print the DD350.

5. RECALL

This feature allows you to recall an existing record. To recall a DD350 the same search criteria screen will display as in the CANCEL or CORRECT process.

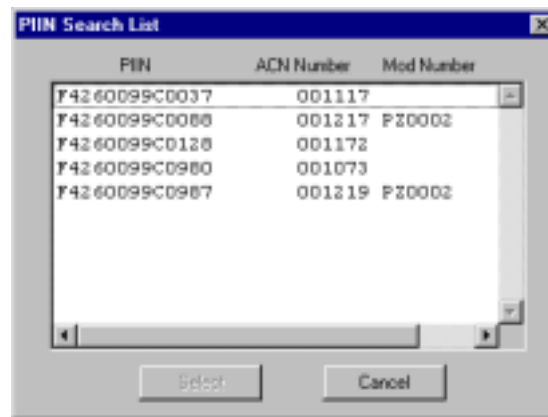
A screenshot of a Windows-style dialog box titled "Enter Search Criteria". It contains four input fields: "ACN Number:" with a small text box, "PIIN Number:" with a larger text box, "Mod Number:" with a larger text box, and "Report Number:" with a small text box followed by "Office Code:" with a small text box. At the bottom are "OK" and "Cancel" buttons.


You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you want to look up a DD350 by ACN you must put the exact number you want to find. The ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on “CANCEL” or a “C” on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click “OK” or a “O” on the keyboard and the search will start. If you are searching by PIIN/Mod or Report Number/Office Code a screen will display telling you the program is scanning the DD350 database and how many records have been selected. When the search is complete a screen will display showing all the records found to match the search criteria.

Click on the record that you want to view and click on “SELECT”. This will bring the record on the screen and allow you to view the record, make changes before submitting the DD350 or print another copy. If you make any changes to the DD350 you must save the record before going to WORD and printing the record. This increments the occurrence number and matches the print with the database.

6. MODELING A DD350

You can enter the ACN, PIIN number (Block B1A) with the modification number (Block B2) or a report number and office code. If you know the ACN of the DD350 you want to model, enter the full number. The ACN is an exact match look up. On the PIIN/Mod and Report Number/Office code look up, you can enter the entire field or a portion of the field. The least amount of entries in the field, the longer the search will take. If you click on “CANCEL” or a “C” on the keyboard, the process will stop and take you back to the main menu. After entry of the applicable data, click “OK” or a “O” on the keyboard and the search will start. If you are searching by PIIN/Mod or Report Number/Office Code a screen will display telling you the program is scanning the DD350 database and how many records have been selected.



Click on the record that you want to view and click on “SELECT”. This will bring the record on the screen and allow you to view the record, make any changes and then select the summary , print and save the DD350.

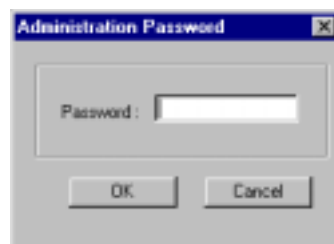
SUBMITTING A DD350

The submittal routine is the process that takes a completed DD350 and assigns a report number (block A2), action date (block B3) and date of submittal (block F4). This routine also creates a J001 transmittal file. To access the program click on the “Administration” button or press “d” on the keyboard. **NOTE: This program should only be used by one person at a time.**



Because of the importance of this process you must enter the appropriate password to continue. Call Pam Gard at ESC/PIH, DSN 777-9011 or (801)777-9011 to obtain the password.

The first screen will prompt you to enter a password.



NOTE: If you have transmitted any DD350's for the current fiscal year and your data has been accepted by J001 you can start the report numbers where you left off. Please see below for instructions on setting your report numbers.

After entering the correct password, the following menu will display



After input of the automated control number (ACN) one of four processes will happen. The DD350 or ACN doesn't exist in the database, the DD350 has errors and can not be submitted until the errors are corrected, the DD350 has already been submitted or the DD350 exists and you are ready to continue through the process.

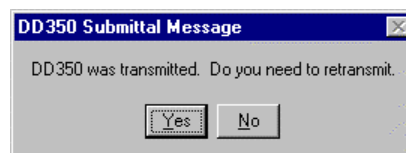
If the DD350 or ACN does not exist, this message will display:



You must select "OK" to continue. The ACN must match a record in the DD350 database to continue.

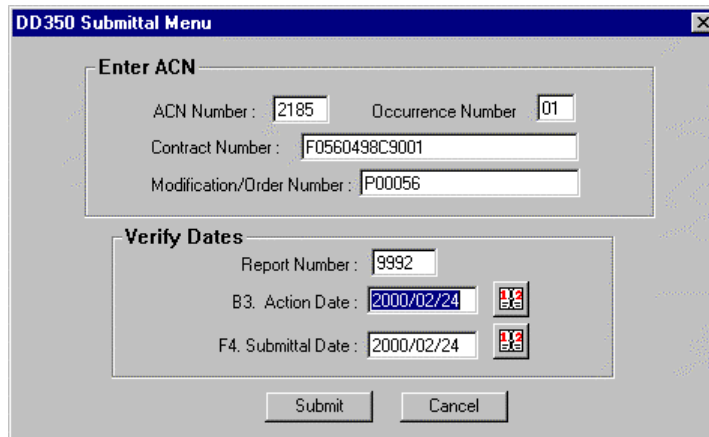
If the ACN that is entered is flagged in the database with errors the program will display a message box stating the DD350 has errors and must be returned to the buyer.

If the DD350 has already been transmitted you will see this message:



There are times when you have to make changes to a transmitted DD350 and retransmit it. If this is the case, select "YES" and the DD350 will be added to the transmittal file. However, the program will not assign a new report number, action date or transmittal date. This information is forwarded from the original data. If you do not want to retransmit select "NO" and the program will let you enter another ACN.

If the DD350 exists and you are ready to continue the process, after the ACN is input a verification screen will display.

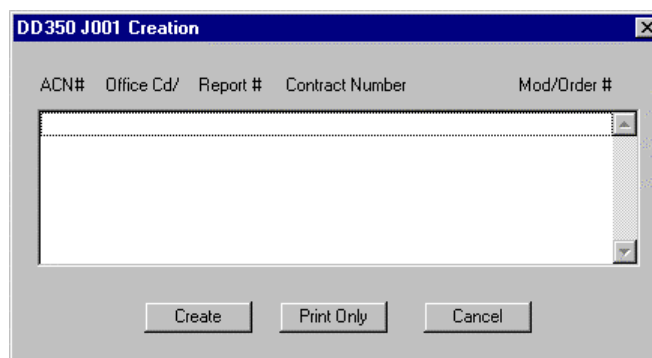


The "DD350 Submittal Menu" dialog box contains two sections. The "Enter ACN" section has input fields for "ACN Number" (2185), "Occurrence Number" (01), "Contract Number" (F0560498C9001), and "Modification/Order Number" (P00056). The "Verify Dates" section has a "Report Number" field (9992), a "B3. Action Date" field (2000/02/24) with a calendar icon, and an "F4. Submittal Date" field (2000/02/24) with a calendar icon. At the bottom are "Submit" and "Cancel" buttons.

The user needs to verify the ACN/occurrence number and the contract / modification number. This information can not be changed. If the data on the screen doesn't match the data on the DD350 press cancel and enter another ACN.

If the contract information does match, verify the B3 Action Date and F4 Submittal Date. Use the calendar button to the right of the date or manually enter the appropriate information. The B3/Action Date is the actual date the contract was awarded. The F4/Submittal Date is the date the DD350 is transmitted. When the dates are correct, annotate the report number on the DD350 and press "Submit". At this point the dates entered are validated to make sure they pass the DD350 edit criteria. If the dates don't pass the edit routine a message will display telling the user that the dates don't pass the edit criteria and allow the dates to be entered again. If the information is correct the DD350 is added to the submittal file and the DD350 database is updated to include the Report Number, B3 Action Date and F4 Submittal Date for the ACN entered.

When you have entered all DD350's that you want to transmit select the "Create J001 File" button. This will take you to a screen that will display all the DD350's that have been submitted and are waiting to be transmitted.

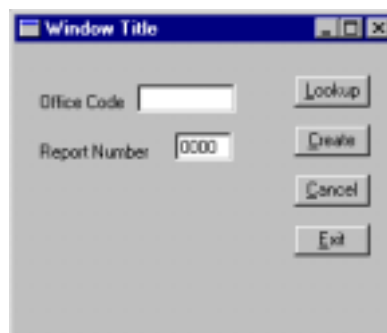


The "DD350 J001 Creation" dialog box features a table with five columns: "ACN#", "Office Cd/", "Report #", "Contract Number", and "Mod/Order #". The table is currently empty. Below the table are three buttons: "Create", "Print Only", and "Cancel".

To create a J001 transmittal file select “Create”. This will put the data in the correct J001 format and assign it a batch number. The batch will then be transmitted through FTP. The program will take you to WORD and display a report of all the DD350’s in this particular transmittal file. It is recommended that you print the report and save for future possible reference. If you are not ready to create the J001 file but want a print of all the records waiting to be transmitted select “Print Only”. This will print what is displayed in the box. To exit this screen without any action press “CANCEL”.

The next selection on the menu is “Submittal Report”. When this option is selected a process is activated that reads the DD350 database and displays all DD350’s that have been created but not submitted or transmitted to J001 or your receiving activity. It is up to each activity to define how the DD350 process will work. We suggest that all buyers create their own DD350’s and either Email or give a paper copy to the person that is responsible to submit/transmit the information. This person will need to know the B3/Action date (date contract was awarded) from the buyer. The submittal report will help track what DD350’s have been created but not transmitted.

The final selection on the menu is “Report Number”. This selection is very important if your activity has transmitted DD350’s to the receiving activity. All you have to do is identify the office code and the last number that was assigned. The program will start where you left off. After you select “Report Number” from the menu, the following will displays:



If you are not sure if the office code and report number has been entered, put in the office code and select “Lookup”. If the office code has been entered, the report number box will display the last number assigned. If the office code/report number has not been entered this message will display:



Press “OK” and enter the office code and where you want to start the report number.

NOTE: If you want the report numbers to start at “0001” you **do not** have to enter the office code and report number. The program will automatically enter it for you from the DD350 that was created. **This is only if you want your report number to start at one!!!**

To get out of the process select “CANCEL”.

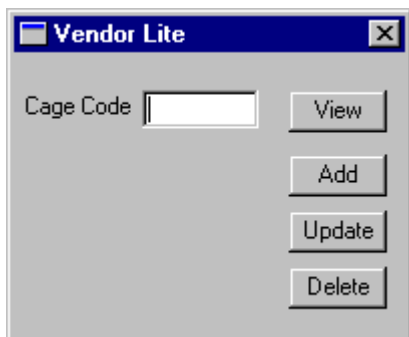
FILE MAINTENANCE FOR VENDOR

The vendor database is created once a week through a process that reads the main Central Contractor Registration (CCR) file. You should not award a contract or prepare a DD350 if the vendor is not registered in CCR. However, there are always exceptions to the rule. For example, if the vendor is foreign they are not required to register in CCR but you can't create a DD350 without the vendor information in the database. The file maintenance process will allow you to enter these vendors. The program will not allow you to change or alter the information that comes from CCR at all. You can only view the CCR information.

1. HOW TO START.

To access this process go to the main menu of the DD350 software and click on the "ADMINISTRATION" button. The vendor maintenance process is not available to a normal user. You must be able to access the "ADMINISTRATION" portion of the software to use the vendor file maintenance.

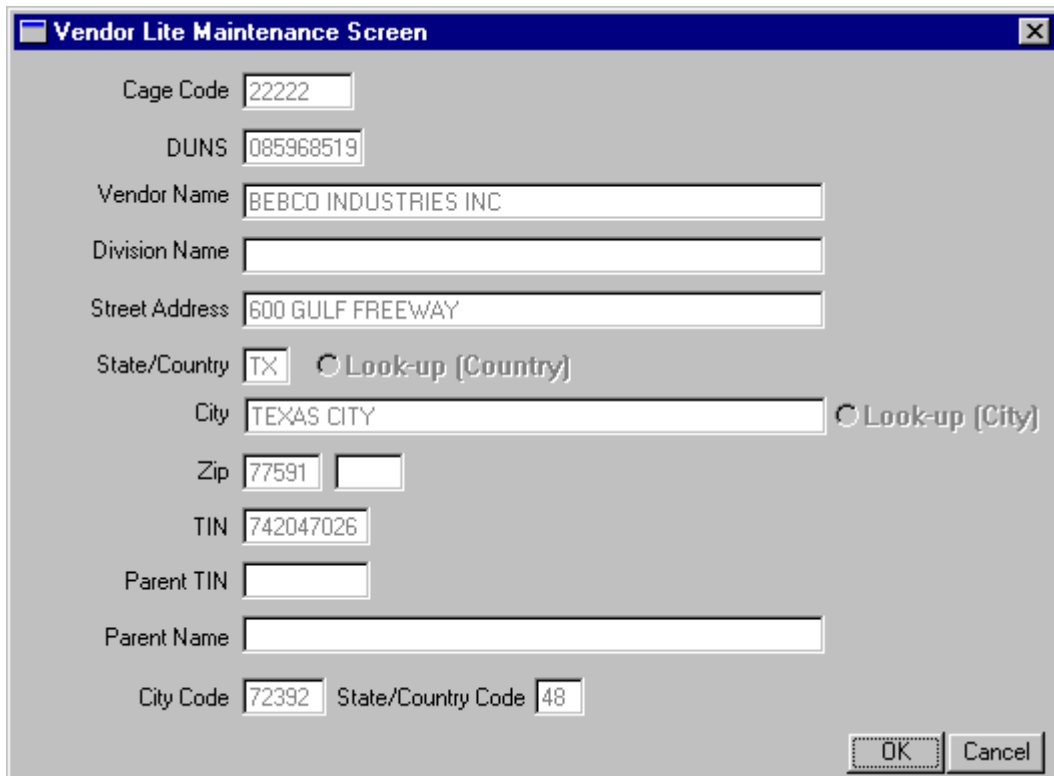
After successful entry of the password, click on "Vendor Maintenance" and then "OK". This box will display:



There are four options available; view information to a specific CAGE code, add a new vendor, update the information or delete a vendor. The add, update and delete options will not work for a vendor that was read from the CCR file. If you try to use these options on a CAGE code that was input from the main CCR file, a message box will display telling you that you can't alter a file that was read from CCR.

2. VIEW A VENDOR

To see information on a specific vendor, enter a five position CAGE code and select "VIEW". If the vendor is in the database a screen will display.



Vendor Lite Maintenance Screen

Cage Code

DUNS

Vendor Name

Division Name

Street Address

State/Country ☐ Look-up [Country]

City ☐ Look-up [City]

Zip

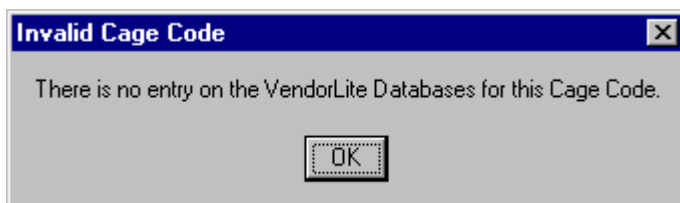
TIN

Parent TIN

Parent Name

City Code State/Country Code

To exit this screen click “OK” or “CANCEL”. If the vendor doesn’t exist a message box will display.

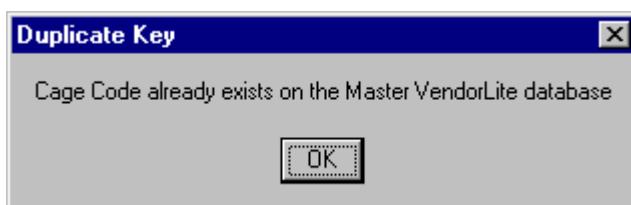


Invalid Cage Code

There is no entry on the VendorLite Databases for this Cage Code.

3. ADD A VENDOR

Input a five position CAGE code and click on “ADD”. If the vendor you are trying to add is already in the database a message block will display.



Duplicate Key

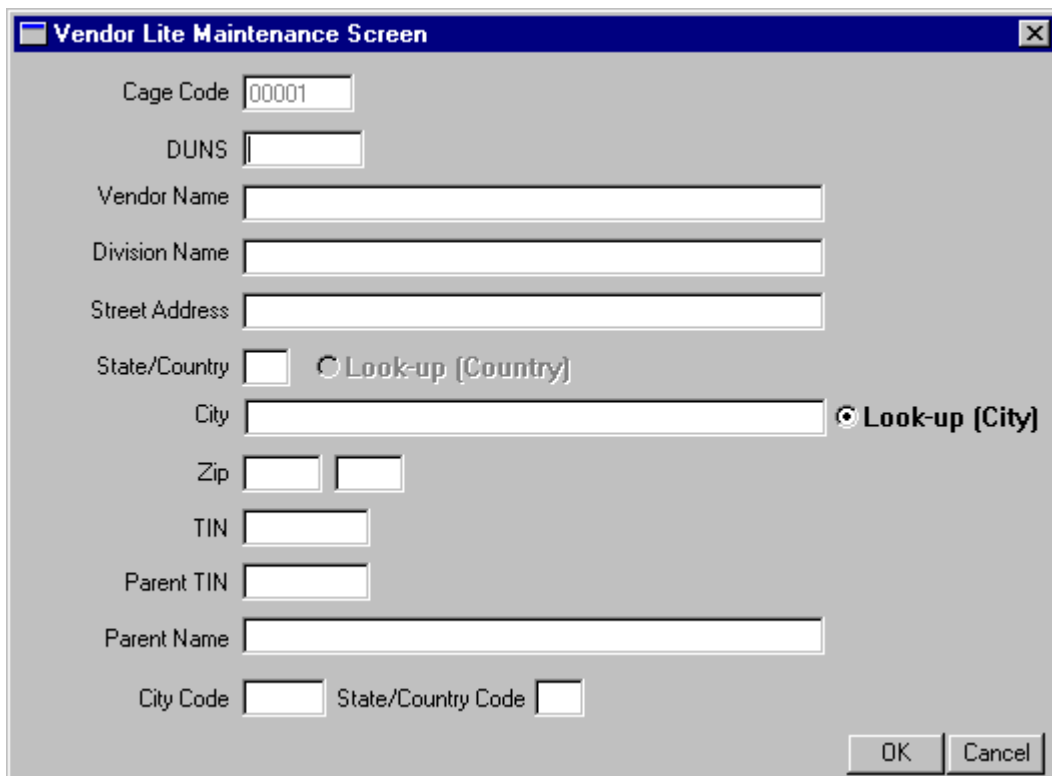
Cage Code already exists on the Master VendorLite database

If this CAGE code was entered from the automatic feed from CCR you can only view the information. If it is a CAGE code you entered manually from this file maintenance routine you

can update or delete the information only. If the CAGE code does not exist then a screen will display that allows manual input of all the vendor information. First you will be asked if the vendor is foreign.



If the vendor is foreign you are not required to have a numeric city or state code and the zip code can be blank. Otherwise the data entry fields must be completed as follows:

A screenshot of a software window titled "Vendor Lite Maintenance Screen" with a close button (X) in the top right corner. The window contains several data entry fields: "Cage Code" (with "00001" entered), "DUNS" (empty), "Vendor Name" (empty), "Division Name" (empty), "Street Address" (empty), "State/Country" (empty) with a radio button labeled "Look-up [Country]", "City" (empty) with a radio button labeled "Look-up [City]", "Zip" (empty), "TIN" (empty), "Parent TIN" (empty), "Parent Name" (empty), "City Code" (empty), and "State/Country Code" (empty). At the bottom right are "OK" and "Cancel" buttons.

DUNS – this is a nine position numeric field that must pass a specific algorithm. An error message will display if the number entered is incorrect.

Vendor Name – enter the vendors name.

Division Name – this field is not always available and can be left blank.

Street Address – enter the street address or PO Box for the vendor.

State/Country – if the vendor is **not** foreign enter the two position alpha abbreviation for the state that the company resides in. If the vendor is foreign enter the two position alpha abbreviation for the country. There is a lookup feature for the valid country codes if they are not known. Click the radio button to the right of the field to see all valid country codes. If the vendor is **not** foreign, after the two position alpha state code is entered, the applicable numeric state code will be input at the bottom of the screen in the State/Country code box.

City – enter the city name or at least one character of the city name and then select the “Lookup” radio button to the right of the city field. The correct numeric city code is important and because you can have several versions of the city name within a state you need to lookup and select the specific city you want. Based on what you select, the appropriate five-position numeric city code will be input in the box at the end of the screen.

Zip – if the vendor is not foreign they must have at least a five-position zip code.

TIN – this is a nine position numeric field.

Parent TIN – this is a nine position numeric field.

Parent Name – enter the name of the parent company if known.

City Code – this is a five position numeric field that is automatically input from the city identified above. If the vendor is foreign this field is blank. To change this field you must change the city name, lookup the city name and select the correct code through the lookup process.

State/Country Code – this is a two position numeric field that is automatically input from the state identified above. If the vendor is foreign the alpha country code will display. To change this field you must change the country or state alpha code identified above.

If all entries are correct click “OK” to add the record to the vendorlite database. If you don’t want to add the record click “CANCEL”.

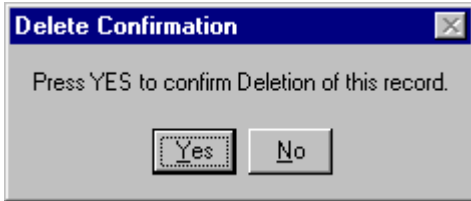
NOTE: After receiving the new vendor database update every Monday morning, a program will automatically read the records that have been manually entered and add them to the updated vendor database. This prevents you from having to add your manual records each time the vendor database is updated.

4. UPDATE A VENDOR.

You can only update a vendor that has been manually entered. You can not update any vendor that has been read from the master CCR file. If one of these vendors has incorrect information, the vendor must go to CCR and correct the entries. After updating the information, click “OK” to save the changes or “CANCEL” to exit without making any changes.

5. DELETE A VENDOR.

You can only delete a vendor that has been manually entered. You can not delete a vendor that has been read from the master CCR file. Enter the CAGE code and then click “DELETE”. The following message box will display.



If you select “YES” the vendor will be deleted. If you select “NO” the vendor will not delete.